

19 MAR 1971

71-0987  
Personnel 16

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Support

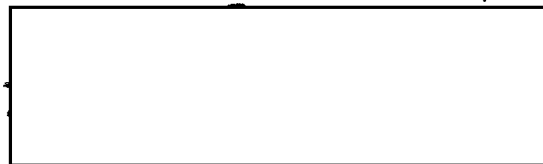
SUBJECT : Mission SAFETY-70 Report

1. This memorandum suggests action on the part of the DCI; this action is contained in paragraph 3.

2. In a letter dated 26 January 1971, the Secretary of Labor asked for a report summarizing the Central Intelligence Agency's performance under Mission SAFETY-70 as well as specific safety activities for 1970. Guidelines for the report were furnished by the Federal Safety Council, Department of Labor.

3. In response to the Secretary of Labor's request, the attached letter has been prepared for your signature.

STAT



Howard J. Osborn  
Director of Security

Att

**SUBJECT: Mission SAFETY-70 Report**

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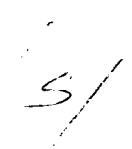
71-0988

MEMORANDUM FOR: The Honorable F. D. Hodgson  
The Secretary of Labor

SUBJECT: Mission SAFETY-70 Report

1. In accordance with your letter of 26 January 1971, I am transmitting a report summarizing the Central Intelligence Agency's performance during the Mission SAFETY-70 Program. The report was prepared in consonance with the guidelines furnished by the Federal Safety Council.

2. I wish to assure you of the continued efforts of this Agency to provide safe and healthful work conditions for our employees.

  
Richard Helms  
Director

att

SUBJECT: Mission SAFETY-70 report

ORIGINATOR:

STAT



Howard J. Osborn  
Director of Security

19 MAR 1971

Date

CONCURRENCE:

(Signal) John W. Coffey

John W. Coffey  
Deputy Director  
for Support

24 MAR 1971

Date

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**CENTRAL INTELLIGENCE AGENCY  
OCCUPATIONAL SAFETY AND HEALTH PROGRAMS  
ANNUAL REPORT  
1971**

**Section I. Summary of Mission SAFETY-70 Program (1965-1970)**

**1. Actions Taken**

a. During Mission SAFETY-70, the Security Office assigned additional assets to assist the full-time safety officers. These people were placed under the cognizance of the Safety Staff for several months to increase the effectiveness and efficiency of the program. They specifically assisted in the inventory and complete testing of fire detection and suppression systems and fire extinguishers in buildings occupied by CIA personnel. Schedules for inspection and testing of fire detection systems have been established and will be maintained.

b. A Headquarters Safety Committee was established to assist the field stations in resolving specialized safety problems. A traffic committee was established to study and make recommendations concerning traffic problems in the headquarters area. A special committee was established to study the fire protection and prevention program. These three committees are in addition to the CIA Safety Committee which is comprised of senior officials representing the various components of the Agency.

c. Senior officials representing major components of the Agency outside of the headquarters area were instructed by letter to cooperate with field safety councils of the Federal Safety Council.

d. Information concerning the Agency's occupational health and safety programs as well as data on the purposes and objectives of Mission SAFETY-79 were distributed to employees. Further, articles containing information on the causes and prevention of various injuries were printed in bulletins published and distributed by the Agency.

e. The following actions were taken to ensure the reporting of each on-the-job injury, motor vehicle accident, fire and accident involving other equipment:

(1) The Safety Staff through automatic data processing is provided monthly reports which contain information concerning on-the-job injuries.

(2) A simplified accident form for reporting injuries, motor vehicle accidents, fires and accidents involving other equipment was originated and distributed with regulations requiring that it be submitted to the Safety Staff.

(3) A copy of each Form CA-1, Employee's Notice of Injury or Occupational Disease, is forwarded to the Safety Staff.

(4) Copies of correspondence pertaining to Agency motor vehicle accidents are forwarded to the Safety Staff.

(5) A special report form is forwarded to the Safety Staff for each employee who receives treatment for an on-the-job injury in the headquarters area.

f. A program was initiated whereby personnel of local fire departments are escorted on semiannual familiarization tours and instructed as to hazards associated with operations in several buildings occupied by Agency personnel in the headquarters area.

g. The safety program was extended to include off-the-job accidents to a limited degree. Several actions taken in this regard were:

(1) Notices were distributed to all employees outlining the President's press release of 27 June 1966 which challenged Federal administrators to attack causes of off-the-job injuries. These notices also called attention to the revision of Standard Form 71, Application for Leave, which had been revised to provide additional information concerning sick leave, such as, whether it was due to on-the-job or off-the-job injury.

(2) Off-the-job injuries to Agency employees in the Washington area which resulted in a loss of more than three days were tabulated from the Application for Leave form. The ratio of these injuries to on-the-job lost time injuries (which resulted in a loss of more than three days) in the Washington area is approximately seven (7) off-the-job injuries for each on-the-job injury.

(3) Various items for off-the-job safety were promoted for retail sale to Agency employees through the Employee Activity Association. These items included



fire extinguishers for use in homes, automobiles, boats; seat belts and seat belt retractors; highway emergency kits; and home first aid kits.

h. Greater emphasis was placed on motor vehicle safety. The Agency participates in the National Safety Council's Safe Drivers Award Program. Awards were recently presented to sixty (60) Agency motor vehicle operators compared to forty-seven (47) presentations in 1966. An accident record form was developed by the Safety Staff for use in special analyses of motor vehicle accidents. The form is completed from information contained in the accident report and subsequent correspondence and includes such information regarding the accident as motor vehicle operator, age, date and time, location of accident, names of injured, details of accident, damage costs to vehicle or property, and tort claim. A tachograph was installed in each Agency shuttle motor vehicle in the Washington area to discourage excessive speed by operators. Bussers were installed in panel and van type trucks to alert pedestrians when these vehicles are backing. A program was initiated whereby couriers, who normally operate sedans, are given specific training prior to operating one-ton vehicles, panel trucks and vans.

i. Because of the increase in bomb scares throughout the nation and especially in the Washington metropolitan area, the Safety Staff arranged for representatives of the 67th Ordnance Detachment, Explosive Ordnance Disposal, Department of the Army, to brief members of the Building Evacuation Organization. Additional briefings of personnel assigned to search teams were conducted by personnel of the U. S. Secret Service. The briefings included search procedures and precautions to be taken in the event a bomb or suspect package is discovered. Further, selected personnel of the 67th Ordnance Detachment are given semiannual

briefings and tours of the buildings within the headquarters compound to ensure they have knowledge to support the Agency during emergencies.

## 2. Specific Accomplishments

a. The Agency published definitive regulations pertaining to its safety program in the field as well as headquarters area. These documents include safety responsibilities of operating officials, safety officers and individual employees. They also set forth minimum safety practices and requirements which are supplemented by a safety handbook and applicable safety standards. These regulations were revised and published during 1967 and again in 1970.

b. Comprehensive annual reports of the analyses of accidents were prepared for the Director of Central Intelligence. In addition to statistics on fires and motor vehicle accidents, the reports also include detailed information concerning injuries, i.e., causes, days lost, areas of occurrence, cost estimates, office designation, frequency and severity rates. The reports also include several special analyses such as injuries by age groups and summer employees.

c. A special accident record form was originated for the internal use of the Safety Staff for analyses of injuries. The form, completed in five copies, contains such pertinent information as the individual's name, age, location of accident, component, extent of injury, days lost, cause, etc.

d. Holders were installed on various bulletin boards in several buildings occupied by Agency personnel. Posters and pamphlets regarding safety hazards were distributed to Agency employees through use of these facilities.

e. Safety surveys are considered basic and essential to a progressive and successful safety program. These surveys were increased during the Mission SAFETY-70 program; in fact, there were nineteen (19) comprehensive safety surveys of complex Agency installations during 1970 compared to five (5) during 1966.

f. Formal procedures were finalized between the Safety Staff and other Agency offices regarding actions to be taken by these components concerning responsibilities and related procedures for procurement, installation and inspection of new fire alarm systems and modifications, improvements and correction of deficiencies in the existing systems.

g. In an effort to reduce Handling Material and Equipment accidents, new pallets for handling safes have been designed and are being used on a trial basis. The pallets are constructed to hold a single safe, are suitable for use with forklifts, and remain with the safes while they are in the warehouse for repair or storage. Use of the pallets has considerably improved the handling of safes both from the standpoint of less physical handling and less damage to the safes.

h. A complete re-evaluation was made of the Headquarters Emergency Evacuation Plan. New corridors and population density were plotted, and revised emergency evacuation plans were printed and posted. Members of the Emergency Evacuation Organization were in turn briefed regarding the revisions.

i. The disabling injury frequency rate for injuries incurred by summer-only employees was

reduced from 4.4 in 1968 to 0 in 1969 and has remained 0 through 1970.

### 3. Statistical Compilations

a. The year 1965 is the base year for CIA statistics in the Mission SAFETY-70 program as this Agency did not compute statistics for overall accidents and injuries prior to that time. The CIA has been exempted from the "chargeback" system of the Bureau of Employees' Compensation; therefore, these figures are not available. Estimated damage as the result of accidents involving motor vehicles and other equipment is as follows:

	<u>1965</u>	<u>1966</u>	<u>1967</u>
Motor Vehicle	\$10,395.13	\$32,688.92	\$34,187.04
Other Accidents	-	\$46,706.23	\$ 5,825.02
	<u>1968</u>	<u>1969</u>	<u>1970</u>
Motor Vehicle	\$22,894.40	\$17,063.37	\$ 9,244.75
Other Accidents	\$52,242.53	\$13,280.50	\$ 880.00

b. Many employees incurred lost time injuries but filed reports with the Agency for record only inasmuch as they were treated by Agency doctors and took sick or annual leave. Therefore, the disabling injury frequency and severity rates are computed for all on-the-job lost time injuries reported to the Safety Staff and also for those on which claims were filed with the Bureau of Employees' Compensation (BEC). As reported in paragraph 1e, every effort is made to ensure the reporting of all on-the-job accidents and injuries to the Safety Staff. The frequency rate for the overall injuries, rather than the frequency rate of the injury

claims referred to BEC, is considered to be the more reliable indicator of the accident trend. A chargeable accident is defined as an unforeseen occurrence (including fire and explosion) which (1) results in injury to an Agency employee in the performance of duty, (2) involves an Agency vehicle and results in personal injury, damage to the Agency vehicle, another vehicle, property or equipment, or (3) involves Agency property or equipment and results in personal injury or damage to the property or equipment.

<u>Disabling Injury</u> <u>Frequency Rates</u>		<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>
CIA		3.6	3.9	3.5	3.0	2.5	2.8
BEC		2.1	1.4	2.2	2.5	1.7	1.7

<u>Disabling Injury</u> <u>Severity Rates</u>		<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>
CIA		1952	192	1100	1183	510	48
BEC		2211	438	1344	1373	537	19

<u>Motor Vehicle</u> <u>Frequency Rates</u>		<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>
		7.2	13.5	11.3	3.1	4.1	1.9

c. The Mission SAFETY-70 goals for CIA and BEC disabling injury frequency rates were 2.5 and 1.5 which were based on a 30% reduction of the disabling injury frequency rates of 1965. These goals were not met; however, the 1970 disabling injury frequency rate for CIA represented a 22% reduction and the BEC rate represented a 19% reduction.

## **Section II. Agency Program, 1970 - Highlights and Accomplishments**

### **1. Management Leadership**

a. The CIA Safety Officer is serving a third term on the Advisory Board, Federal Safety Council, and attended meetings of this Board. Representatives of the Safety Staff attended meetings of the Federal Safety and Federal Fire Councils as well as those of the Potomac Area Chapter, Federal Safety Council. Two Agency representatives attended the National Safety Congress, Chicago, Illinois.

b. The Agency's regulations concerning its safety program were revised to clarify and expedite the reporting of accidents and fires to the Safety Staff.

c. Two notices concerning the Agency's health program were distributed to employees.

d. The Agency has provided adequate funds for aggressive and continuous safety programming for specialized safety systems, travel expenses, training equipment and materials, as well as specialized equipment for utilization by the Safety Staff.

e. An annual comprehensive report of the total accident and injury experience of Agency employees was prepared for the Director of Central Intelligence.

### **2. Assignment of Responsibilities**

a. Formal procedures were finalized between the Safety Staff and other offices concerning related procedures and responsibilities for (1) the procurement, installation and inspection of new fire alarm systems as well as modifications, improvements and

correction of deficiencies in the existing systems, and (2) review of plans and specifications of new buildings and major remodeling of existing facilities to ensure the inclusion of requirements of the National Fire Codes and other applicable safety codes.

b. All echelons of employees were advised by top management of their responsibilities with regard to the safety program.

**3. Maintenance of Safe Working Conditions**

a. Conducted semiannual briefings and tours for personnel of the local fire department and the 67th Ordnance Detachment, Explosive Ordnance Disposal, Department of the Army, to familiarize them with buildings within the headquarters compound. This was done to ensure both organizations have sufficient knowledge to support the Agency during emergencies.

b. Arranged for personnel of the U. S. Secret Service, Treasury Department, and the 67th Ordnance Detachment, Explosive Ordnance Disposal, Department of the Army, to brief members of the Agency Building Evacuation Organization for the Washington metropolitan area. The briefings concerned search procedures and precautions to be taken in the event a bomb or suspect package is discovered.

c. Members of the Agency Building Evacuation Organization were briefed on their duties in the event of an emergency evacuation.

d. Fire drills were conducted in five Agency buildings to familiarize employees with established

emergency evacuation procedures and egress routes and to test automatic emergency evacuation systems.

e. Completed inventory plotting and testing of all fire alarm systems in  Agency-occupied buildings.

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f. In view of the complexity of areas within Agency buildings due to vaults and locked areas, a program was initiated whereby tests are conducted after normal work hours to determine the effectiveness of response procedures by personnel in the event of fire alarms. Numerous such tests were conducted with positive results.

g. Nineteen (19) comprehensive safety surveys of Agency installations were completed during the year. In each instance a detailed report was forwarded to the appropriate responsible official recommending necessary actions to correct safety hazards. The Safety Staff is advised by written report when the hazards are corrected.

h. Employees are encouraged to submit safety suggestions through the Suggestion and Invention Awards Program. Employee suggestion forms are available to employees through use of holders affixed to bulletin boards in Agency buildings. Numerous safety suggestions from employees in the headquarters area were evaluated by the Safety Staff.

#### 4. Establishment of Safety Training and Education

a. One safety officer attended the Management Techniques course and another attended the Industrial Hygiene course given by the National Safety Council in Chicago, Illinois. Three safety officers attended a



specialized courses given by the Institute of Strategic and Stability Operations at Fort Bragg, North Carolina. A safety officer attended the three day Arson Investigation and Explosive Devices seminar conducted by the Florida Institute for Law Enforcement in St. Petersburg, Florida.

b. A one day training course in fire fighting was conducted five times for 140 members of various components within the Agency. The training included handling fire-fighting equipment, instruction in fire-safety principles, use of self-contained breathing equipment and demonstrations in methods of dealing with Molotov cocktails.

c. Sixty (60) safe driver awards were presented to Agency motor vehicle operators who participated in the National Safety Council's Safe Drivers Award Program. Twenty-nine (29) of these operators received awards for more than ten years of safe driving.

d. Special training in the use of resuscitators and fire extinguishers suitable for electrical fires was provided to a group of employees who utilize various types of electrical equipment.

e. The Agency actively participated in National Safe Boating Week, National Poison Prevention Week and National Fire Prevention Week. Proclamations by President Nixon were posted on bulletin boards in several Agency buildings, and safety booklets concerning these subjects were distributed to employees through use of holders on bulletin boards.

f. Eight different safety booklets covering varied safety topics were distributed to employees in the headquarters area.

g. Three hundred and six (306) Agency employees received first aid training in courses provided by the Agency.

h. A three day training course was provided for collateral duty field safety officers. This course included both general and specialized safety training so that they could competently oversee the safety program in their own specialized areas of jurisdiction.

#### 5. Accident Record System

a. An accident record form was developed for use by Safety Staff personnel in analyses of motor vehicle accidents. The form is completed from information contained in the accident report and subsequent investigation. It contains information concerning the accident such as vehicle operator's name, age, date and time, details of accident, location, damage costs and tort claim.

b. Four (4) quarterly reports on disabling injury frequency rates were prepared for the Secretary of Labor.

c. The disabling injury frequency rate of injuries incurred by summer-only employees was 0 in 1970 and 1969, compared to 4.4 in 1968 and 3.8 in 1967.



UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	The Executive Director		28 Jan	B.E.	
2	DD/S			WEB/RHW	
3	Director of Security 4E-60 Hqs.				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>1 to 2: For action. Please note the <u>1 April 1971 deadline.</u></p> <p>2 to 3: Please submit response for Mr. Helms' signature to this office by 17 March 1971.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
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DD/S 71-0331: Ltr dtd 26 Jan 71 to DCI fm Sec. of Labor, subj: rpt. of safety program operations for year 1970

DD/S 71-0331

71-550

U. S. DEPARTMENT OF LABOR

OFFICE OF THE SECRETARY

WASHINGTON

26 JAN 1971

20210

Honorable Richard M. Helms  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Helms:

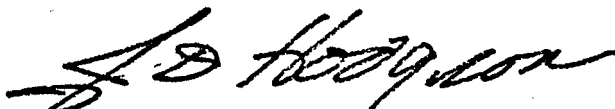
Each year the President asks each agency to submit to this Department a report of its safety program operations for the preceding year. Since Mission SAFETY-70 came to its conclusion at the end of 1970, this year's report should also briefly summarize performance under Mission SAFETY-70 and any staff comments regarding this 6-year program (1964-1970).

In addition, the report should include changes in your agency's safety programs that would significantly affect your program exhibit on file with the Federal Safety Council. These exhibits are used, together with reported safety activities for the previous year, to determine the President's Safety Award winners. Guidelines to assist in preparation of the report will be submitted to your Federal Safety Council representative. Reports are due April 1, 1971 and will be summarized for the President for his subsequent transmittal to Congress.

On December 29, 1970, President Nixon signed into law the Occupational Safety and Health Act (P.L. 91-596). The Federal section of the Act has created a new safety responsibility for Federal agencies. In addition to the reporting provisions, it requires Federal agencies to establish and maintain safety and health programs consistent with the standards issued under the Act. It goes without saying that Federal agencies should move forward in this area in a manner which will serve as an example to private industry.

Through the efforts of agencies like yours we are confident that we can look forward to improved quality of life in the Federal workplace. Our new ZERO IN on Federal Safety program will, we hope, continue the good work already begun.

Sincerely,

  
Secretary of Labor

FILE *Personnel* 16

12 JAN 1971

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : "ZERO IN on Federal Safety" Report**

1. This memorandum suggests action on your part; such action is recommended in paragraph 2.

2. In a letter to the Director of Central Intelligence dated 6 November 1970, the Secretary of Labor advised of the President's new safety program and asked for a preliminary report by 15 January 1971. A letter of acknowledgement over the signature of the DCI was forwarded to the Secretary of Labor. The attached letter forwarding the report has been prepared for your signature.

[Redacted Signature Box]

Howard J. Osborn  
Director of Security

STAT

Att

**SUBJECT: "ZERO IN on Federal Safety" Report**

**CONCURRENCE:**

(signed) John W. Coffey

15 JAN 1971

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**John W. Coffey**  
**Deputy Director**  
**for Support**

---

**Date**

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15 JAN 1971

The Honorable J. D. Hodgson  
The Secretary of Labor  
Washington, D. C. 20210

Dear Mr. Hodgson:

In response to your request of 6 November 1970, I am transmitting a report concerning the Central Intelligence Agency's participation in the new safety drive "ZERO IN on Federal Safety."

I wish to assure you of our full support in this new coordinated safety drive to reduce injuries to Government employees.

Sincerely,

(signed) John W. Coffey

John W. Coffey  
Deputy Director  
for Support

Enclosure

REPORT TO THE DEPARTMENT OF LABOR

ZERO IN ON FEDERAL SAFETY

CENTRAL INTELLIGENCE AGENCY

1 JANUARY 1971

I. PROBLEMS AND HAZARDS SELECTED FOR SPECIAL ATTENTION,  
AND PLANS FOR THEIR SOLUTION.

The three major causes of on-the-job accidents during 1969 in which Agency employees were injured and subsequently lost a day or more from work were (1) slips and falls, (2) handling materials and equipment, and (3) motor vehicles. These three causes have, therefore, been selected for the following attention during the ZERO IN safety campaign:

A. They will be given special consideration during safety surveys, which include a complete inspection and review of the facilities, observation of daily operations, examination of equipment and effectiveness of measures used to develop safe behavior.

B. Literature pertaining to these safety hazards will be distributed on a limited basis to selected field installations and to employees in the Headquarters area. Further, articles concerning these three causes will be printed in employee support bulletins.

C. Accident reports are reviewed and analyzed at which time corrective action, if considered necessary, is recommended. The office responsible for implementing the corrective measures will be asked to give priority to the requests concerning subject safety hazards.

**II. LONG RANGE PLANS TO IMPROVE (1) ACCIDENT REPORTING AND RECORDING, (2) STAFFING, AND (3) SAFETY TRAINING.**

A. The Agency's regulations pertaining to the reporting and processing of accident and injury reports will be revised to simplify and expedite the reporting of accidents to the Safety Staff. Employee notices will be distributed calling attention to these revised regulations as well as to an accident report form originated for internal use in the Agency for expeditious reporting of accidents and injuries to the Safety Staff. The Safety Staff utilizes an injury record form for recording and analyzing injuries. A similar form will be originated for motor vehicle accidents. This form and recording system facilitates the computation of statistics, however, a study is currently under way concerning the practicability of including detailed personal injury information from the Safety Staff, Office of Personnel, and Office of Medical Services into one Automatic Data Processing system.

B. During the past few years special committees have reviewed in depth the overall safety program for the Agency. As a result of these studies, additional personnel have been assigned to the Safety Staff. Operating officials are charged by published regulations with the responsibility of designating area safety officers. The safety manual will be revised to include more instructive and specific information in order that the safety officers designated by operating officials may be utilized to the maximum extent possible.

C. Specific training by Safety Staff personnel is provided internally to meet the particular needs of the Agency, whereas professional safety officers attend specialized safety courses. This Agency will continue to emphasize the importance of safety training on as wide a scale as possible.

**III. STATISTICAL PERCENTAGE GOALS FOR REDUCTION OF DIS-  
ABLING WORK-INJURY FREQUENCY RATES.**

The statistical percentage goals for the reduction of disabling work-injury frequency rates for 1971 and 1972 are five per cent reductions each year. The frequency rate for overall injuries to Agency employees during 1969 was 2.5 while the frequency rate for the injury claims submitted to the Bureau of Employees' Compensation (BEC) was 1.7. The difference is due primarily to the fact that many employees who are treated by Agency doctors and do not incur any expense, file reports of the injuries with the Agency for record only. Therefore, the Agency will have two goals, one for the overall injuries, which is considered the more important, and one for subsequent claims to BEC. The goals for 1971 and 1972 are frequency rates of 2.4 (Agency) and 1.6(BEC); 2.3 (Agency) and 1.5 (BEC). These goals take into consideration that the frequency rates were reduced from 3.6 (Agency) and 2.1 (BEC) in 1965 to 2.5 (Agency) and 1.7 (BEC) in 1969.

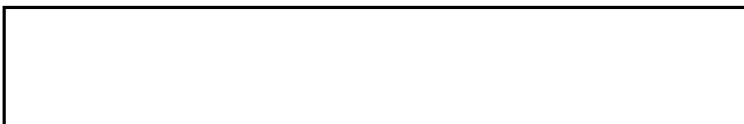
**IV. OPTIONAL STATISTICAL GOALS FOR REDUCING NUMBER OF JOB  
ACCIDENTS AND DOLLAR COSTS PER 100 EMPLOYEES.**

No statistical goals will be set for the reduction of job accidents or direct dollar costs per 100 employees. If the goals in III above are reached, a proportionate decrease in the total injuries is expected.

SUBJECT: "ZERO IN on Federal Safety" Report

ORIGINATOR:

STAT



Howard U. Osborn  
Director of Security

12 JAN 1971

Date

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DD / S B C V R I  
FILE *Personnel 116*

NOV 1970

MEMORANDUM FOR: Director of Central Intelligence


THROUGH : Executive Director-Comptroller  
Acting Deputy Director for Support

SUBJECT : "ZERO IN on Federal Safety"

1. This memorandum suggests action on your part; such action is recommended in paragraph 2.

2. In a letter dated 6 November 1970 the Secretary of Labor advised of the President's new safety program, "ZERO IN on Federal Safety," and asked this Agency's full support. The attached letter prepared for your signature advises the Secretary of Labor of the Agency officer who will direct the implementation of the program and assures him of the full support of this Agency.

STAT

  
Howard J. Osborn  
Director of Security

Att

SUBJECT: "ZERO IN on Federal Safety"

CONCURRENCE:

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John W. Coffey  
Acting Deputy Director  
for Support

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Date

*LSJ*  
\_\_\_\_\_  
L. K. White  
Executive Director-Comptroller

23 NOV 1970

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Date

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Subject



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70-4562

24 NOV 1970

The Honorable J. D. Hodgson  
The Secretary of Labor  
Washington, D. C. 20210

Dear Mr. Hodgson:

Thank you for your letter of 6 November 1970 advising of the President's new safety program, "ZERO IN on Federal Safety."

I wish to assure you of our full support and cooperation in this most important program to eliminate safety hazards which cause injuries to our employees.

STAT

the Safety Officer for this Agency, is a member of the Advisory Board, Federal Safety Council and will work closely with the Council on this new program.

Sincerely,

/s/

Richard Helms  
Director

**SUBJECT: "ZERO IN on Federal Safety"**

**ORIGINATOR:**

**STAT**



Howard J. Osborn  
Director of Security

18 NOV 1970

Date

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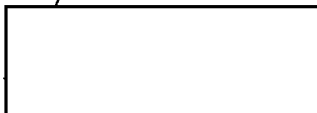
*Personnel 16*

Director of Security  
4E-60 Hqs.

The Executive Assistant to the Executive Director-Comptroller advised me that Col. White would like by next week a brief letter to the Secretary of Labor for the signature of the DCI. This letter is to acknowledge receipt of the attached, pledge our support to the ZERO-IN drive, and name our officer who will direct its implementation and will work with Mr. Guenther.

The report due January 15, 1971, will therefore not be for the signature of the DCI but might be from the DD/S.

STAT



Executive Officer to the DD/S 7D-24 Hqs.

EO-DD/S:WEB:es (12 Nov 70)

Distribution:

Orig - Adse w/orig of DD/S 70-4475

✓ 1 - DD/S subject w/cy of DD/S 70-4475

1 - DD/S chrono

DD/S 70-4475: Ltr dtd 6 Nov 70 to DCI fm Sec. of Labor, subj: New governmentwide safety drive, "ZERO IN on Federal Safety"

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	The Director	14 10/73	JH		
2	Ex. Dir.	9 Nov	LKW/be		
3	DDS (ATTN: [redacted])				
4					
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6					
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	
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<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	
<input type="checkbox"/> PREPARE REPLY					
<input type="checkbox"/> RECOMMENDATION					
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<input type="checkbox"/> SIGNATURE					
Remarks:					
<p>TO 3: EXDIR asks that an  INTERIM RESPONSE be  prepared for the DCI's  SIGNATURE. PLEASE GIVE  ME A 0 [redacted]  0/EXDIR</p>					
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FROM: NAME, ADDRESS AND PHONE NO.					DATE
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FORM NO.  
1-67

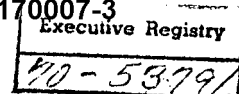
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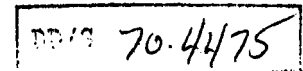
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U. S. DEPARTMENT OF LABOR  
OFFICE OF THE SECRETARY  
WASHINGTON  
20210



NOV 6 1970

Honorable Richard M. Helms  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Helms:

On October 23, the President launched a new governmentwide safety drive--ZERO IN on Federal Safety--to run 2 years, beginning January 1, 1971. He directed Federal agencies to zero in on and eliminate those hazards and other problems which contribute to employee injuries and illnesses.

The President requests each agency to determine how it plans to control employee injuries and illnesses in the next 2 years--in other words, to determine its safety goals statistically and programmatically. For your information and guidance, I am enclosing copies of the President's memorandum and guidelines to help you ZERO IN.

The guidelines include short- and long-range goals for the removal of major causes of employee injuries and illnesses and for improved reporting, safety training, and safety program staffing. They also include statistical goals for the reduction of the disabling injury-frequency rate. Since each agency is encouraged to select its own program goals, two additional proposals under (d) below are suggested as possible areas for consideration. As the President requested, I would like to receive from you, by January 15, 1971:

- a. Problems and hazards selected for special attention, and plans for their solution.
- b. Long-range plans to improve accident reporting and recording, staffing and safety training.
- c. Statistical percentage goals for reduction of disabling work-injury frequency rates.
- d. Additional statistical goals for reducing the -
  1. Number of job accidents per 100 employees.
  2. Direct dollar cost of job accidents per 100 employees.

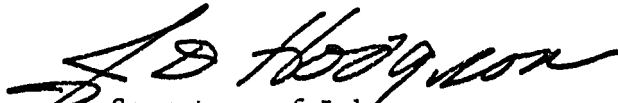
According to the Bureau of Employees' Compensation, the majority of Federal work injuries occur as a result of specific and identifiable administrative problem and hazard areas. To implement the President's program, we must define and then eliminate the hazards within these areas. We must also have the full cooperation and support of each agency - from top management on to all employees - if the desired results are to be achieved.

The Federal Safety Council will coordinate the program. Its Chairman, George C. Guenther, will provide your Council representative with additional details concerning the program's overall direction.

Each of us is committed to the success of this campaign not only from humanitarian motives, but also to eliminate inefficiency and monetary loss caused by accidents in Government operations.

You have my full support in this effort. I solicit yours.

Sincerely,



Secretary of Labor

Enclosures

70-5379

THE WHITE HOUSE

WASHINGTON

October 23, 1970

MEMORANDUM FOR

HEADS OF DEPARTMENTS AND AGENCIES

It is most important that the men and women who serve our Nation in the Federal service be fully safeguarded from injury in the performance of their tasks. They must suffer no avoidable risk.

At the end of this year, we shall complete Mission SAFETY-70 which has averted over 22 thousand disabling injuries since 1964. Nonetheless the 43,000 such injuries sustained last year are of deep continuing concern. They show the need for renewed effort.

Mission SAFETY-70 provided a broad, overall approach to Federal work safety. Now we need a specific approach. Accordingly, I am today announcing a new safety program for all Federal personnel.

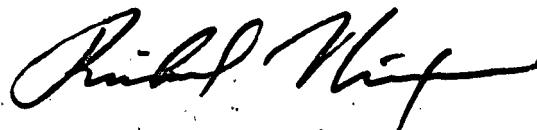
"ZERO IN on Federal Safety" will start January 1st and continue for two years.

Under this program, each Federal agency must find ways to locate the specific work hazards which injure its employees--and remove them. For example, handling materials causes over one-quarter of our job injuries, slips and falls over one-fifth.

Whether the agency's chief problems stem from these or other causes, it is evident that job injuries can be prevented only where they occur--by the agency at the place of work. Tested techniques exist to prevent them.

At my request, Secretary of Labor Hodgson has today written all agency heads detailing the new program.

I have proposed many programs to improve the quality of life in America. That quality in the workplaces of the Federal service must be the best--both for the protection of our employees and as an example to the Nation.





GUIDELINES FOR  
"ZERO IN ON FEDERAL SAFETY"

BEGINS: January 1, 1971

LENGTH: Two years

PURPOSE: Mission SAFETY-70 proved a broad approach to Federal safety can work. Now we are going to try for further reduction by pinpointing problem areas and developing special emphasis projects to control them.

"ZERO IN on Federal Safety" is designed to:

1. Reduce the disabling injury frequency rate by identifying and removing causes which produce a disproportionate share of injuries.
2. Improve accident recording and reporting, safety training and safety program staffing.

GOALS AND OBJECTIVES:

Each agency will select and seek its own goals:

1. Short-range program goals:

To select a minimum of 3 disabling injury causes to ZERO IN on. Major causes of Federal employee injuries are:

Materials handling accidents.  
Slips, trips and falls.  
Struck by or against.  
Motor vehicle accidents.  
Fire.

Other causes may be selected by agencies with such problems.

2. Long-range program goals:

To develop more accurate agency systems of reporting and recording accidents and injuries.

To provide safety training which better meets agency needs.

To provide realistic safety program staffing patterns for adequate manpower to meet the agency's safety responsibilities.

### 3. Statistical goals:

To determine the agency's injury frequency rate reduction goal:

1969 figures published by the Bureau of Employees' Compensation will be used to determine 1971 goals; its 1970 figures to determine 1972 goals.

To measure the reduction of the number of job accidents per 100 employees.

To measure the reduction of direct dollar costs of job accidents per 100 employees.

These additional goals are optional. They are suggested to stimulate and measure the effectiveness of a complete accident prevention program. Many--often costly--accidents occur without injuring anyone. But, if they can be prevented injuries and property damage can obviously be avoided and frequently substantial savings made. If you select this area as a goal, please submit a copy of your agency's definition of an accident.

### REPORTING REQUIREMENTS:

1. By January 15, 1971, each agency will submit to the Secretary of Labor its statistical goal, the areas it has identified to ZERO IN on with proposals of remedial action to be taken, and its long-range program improvement plans.
2. Information on progress will be requested semi-annually by the Secretary of Labor.

### COORDINATION:

The Federal Safety Council will serve as headquarters and coordinator of the overall program. Each individual agency will, however, be required to provide a maximum of effort and participation. Field chapters of the Federal Safety Council as well as Government employee unions will be called upon to assume active roles and will be encouraged to provide leadership in their areas.

### RESOURCES:

Since the private sector of our economy is also embarked on a "ZERO IN" campaign, under the auspices of the National Safety Council, support and promotional materials will be available from the Council.

In addition, other sources for promotion will be the Federal Safety Council, President's statements, government employee unions, agency house organs, safety publications, etc.

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OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	The Director		28 OCT 1970	JWC	
2	Ex. Dir.		10/29	W	
3	DDS		30 Oct	JWC	
4	DIRECTOR OF SECURITY				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>2 to 3: For information and appropriate action. Presume we will get Secretary Hodgson's outline of the new program in the near future.</p> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 10px auto;"></div> <p style="text-align: center;">LKW</p>					
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DD/S Distribution:

Orig - D/Sec w/orig of DD/S 70-4349

✓ DD/S subject w/cy of DD/S 70-4349

DD/S 70-4349: Memo dtd 23 Oct 70 to Heads of Depts. & Agencies fm The President, subj: program called "ZERO IN on Federal Safety"

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THE WHITE HOUSE  
WASHINGTON

October 23, 1970

70-5379

DD/S 70-4349

MEMORANDUM FOR THE HEADS OF  
DEPARTMENTS AND AGENCIES

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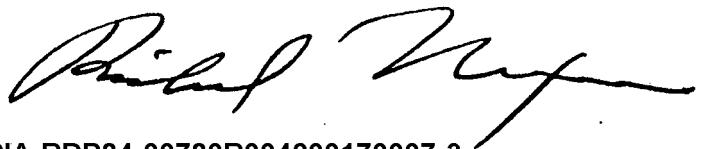
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II. LONG RANGE PLANS TO IMPROVE (1) ACCIDENT REPORTING AND RECORDING, (2) STAFFING, AND (3) SAFETY TRAINING.

A. The Agency's regulations pertaining to the reporting and processing of accident and injury reports will be revised to simplify and expedite the reporting of accidents to the Safety Staff. Employee notices will be distributed calling attention to these revised regulations as well as to an accident report form originated for internal use in the Agency for expeditious reporting of accidents and injuries to the Safety Staff. The Safety Staff utilizes an injury record form for recording and analyzing injuries. A similar form will be originated for motor vehicle accidents. This form and recording system facilitates the computation of statistics, however, a study is currently under way concerning the practicability of including detailed personal injury information from the Safety Staff, Office of Personnel, and Office of Medical Services into one Automatic Data Processing system.

B. During the past few years special committees have reviewed in depth the overall safety program for the Agency. ~~(One of the conclusions reached by such committees was the need for five additional professional personnel to augment the Safety Staff.)~~ As a result of the study, <sup>see</sup> ~~one part-time and two full-time employees were assigned to the Safety Staff.~~ ~~(Additional personnel will be assigned to the Safety Staff as personnel ceiling permits.)~~ Operating officials are charged by published regulations with the responsibility of designating area safety officers. The safety manual will be revised to include more instructive and specific information in order that the safety officers designated by operating officials may be utilized to the maximum extent possible.

C. Specific training by Safety Staff personnel is provided internally to meet the particular needs of the Agency, whereas professional safety officers attend specialized safety courses. This Agency will continue to emphasize the importance of safety training on as wide a scale as possible.

III. STATISTICAL PERCENTAGE GOALS FOR REDUCTION OF DIS-  
ABLING WORK-INJURY FREQUENCY RATES.

The statistical percentage goals for the reduction of disabling work-injury frequency rates for 1971 and 1972 are five per cent reductions each year. The frequency rate for overall injuries to Agency employees during 1969 was 2.5 while the frequency rate for the injury claims submitted to the Bureau of Employees' Compensation (BEC) was 1.7. The difference is due primarily to the fact that many employees who are treated by Agency doctors and do not incur any expense, file reports of the injuries with the Agency for record only. Therefore, the Agency will have two goals, one for the overall injuries, which is considered the ~~most~~<sup>more</sup> important, and one for subsequent claims to BEC. The goals for 1971 and 1972 are frequency rates of 2.4 (Agency) and 1.6 (BEC); 2.3 (Agency) and 1.5 (BEC). These goals ~~are~~<sup>are</sup> taking into consideration that the frequency rates were reduced from 3.6 (Agency) and 2.1 (BEC) in 1965 to 2.5 (Agency) and 1.7 (BEC) in 1969.

IV. OPTIONAL STATISTICAL GOALS FOR REDUCING NUMBER OF JOB  
ACCIDENTS AND DOLLAR COSTS PER 100 EMPLOYEES.

No statistical goals will be set for the reduction of job accidents or direct dollar costs per 100 employees. If the goals in III above are reached, a proportionate decrease in the total injuries is expected.